

USCG AVIATION ALLOWANCE CHANGE REQUEST (ARSC 52693.01) 1 - 94

ARSC CUSTOMER SERVICE/AMSL (CG-298)

(THIS FORM MAY BE LOCALLY REPRODUCED)

NOTE: This is a Single Line Item Request. Submit Original Only

1. FROM: COMMANDING OFFICER USCG AIR STATION UNIT POC & Phone No. TO: COMMANDING OFFICER U.S. COAST GUARD ARSC BLDG 63, Customer Service Elizabeth City, NC 27909-5001 ATTN: AMSL AUDITOR - UNIT OPFAC		2. Date _____ Serial Number _____		3. Type of Aircraft _____		
		4. Status of Requested/Allowed <input type="checkbox"/> Item Addition <input type="checkbox"/> Item on Board <input type="checkbox"/> Item Deletion <input type="checkbox"/> Item Not on Board			Material Type _____	
5. National Stock Number (NSN) or CAGE & Part Number	6. Equipment/Component (E/C) or Item Nomenclature	7. Unit of Issue	8. Unit Price	9. Qty Now on AMSL	10. Qty Allowance Requested	11. Ext. value of Change
NSN CAGE P/N						
12. Justification (Mandatory)						
13. Copy To:		14. Unit Approval Signature				
15. Requested Action Endorsement (FOR ARSC SSG USE ONLY)		AMSL AUDIT COMMENT:				
<input type="checkbox"/> Approved <input type="checkbox"/> Insufficient demand history to warrant inclusion in the AMSL (CG-298). Item may be added as future usage dictates. <input type="checkbox"/> Disapproved (SEE COMMENT) <input type="checkbox"/> REJECTED: Insufficient Justification Provided by Requestor to effect a change to the AMSL (CG-298). <input type="checkbox"/> Other (SEE COMMENT) <input type="checkbox"/> REJECTED: Item is Type 3 or 5. Requestor shall order from unit OG-30 Funds as needed. <input type="checkbox"/> REJECTED: Item is "NOT IN ARSC SUPPLY RECORDS" Requestor may contact appropriate Inventory Manager (IM) if requestor ARSC buy and direct ship or stock item.		<input type="checkbox"/> ACTION COMPLETED OR ACR REJECTED/DISAPPROVED _____ Signature of AMSL Auditor or Chief, Customer Service				
FORM: ARSC 52693.01 (1-94)		Substitute For: NAVSUP 1220-2				

**ARSC Allowance Change Request Form
Information & Instructions**

1. Enter your unit address
2. Fill in your local unit S/N. Suggest: Year/Number i.e.; 093-001
3. Enter aircraft type to which part belongs, i.e.; HU-25A
4. Enter the Material Type Number, i.e.; 4 and the Requested Action
5. National Stock Number (NSN) or Federal Supply Code (CAGE) for the Manufacturer (FSCM) and the mfg. Part Number.
6. Enter the Item Nomenclature. If not known Give Drawing Number or Other Information. Use block 12 to expand remarks if necessary.
7. Enter the Items Unit-Of-Issue, i.e.; Ea.
8. Enter the Unit Price of the Item.
9. Enter the Present Quantity Allowed.
10. Enter the New Total Quantity Desired.
11. The extended value of the change is automatically filled in.
12. Enter justification. Tell why the increase or decrease in your allowance is necessary. You may attach additional information on a separate sheet. This block **must** be filled in.
13. Enter the name and title with address as required. Normally goes to the unit AMO.
14. Enter the name and title of the person signing the form.
15. For use by ARSC personnel only.

Print two (2) copies of this form.

Mail a signed original to ARSC at the address shown in block 1 of the printed form. Ensure that the unit point-of-contact line in block 1 is filled in.